

Agenda with Annotated Minutes

Designated Agency Safety and Health Official (DASHO) Council

Thursday, June 24, 2004, 9 AM – 11AM
MRPS Conference Room 3452, MIB

- PMB Reorganization Status (Lamb)

Bob Lamb discussed the PMB reorganization and provided an organizational flow chart for DASHO Council members.

- Accident Statistics (Rueff)

Ken Rueff provided a FY 04 and FY 03 statistics package.

Status of SMIS OWCP Implementation

Ken Rueff announced that Lynn Scarlett's memo, "Electronic Filing of Workers' Compensation Claims" was distributed on May 21, 2004. Electronic filing of Workers' Compensation Claims was implemented on June 1, 2004

SMIS/HR Working Group

Ken Rueff shared that "The HR Working Group" is continuing to conduct teleconferences on an ongoing basis, to monitor and track the on-line filing of Workers' Compensation claims.

- Policy Issues: Status of Draft Policy, "Fire Arms for Non-Law Enforcement Personnel" (Schmitz)

Diane Schmitz indicated that The Work Group is in the process of reviewing the Safety and Health Managers comments. Once the Work Group completes their review process, they will return the Draft Policy to Occupational Health and Safety (OHS), formerly MRPS. The Draft Policy will be sent out for the last time, to each Bureau/Office for final review. The next step will be the surnaming process. Bob Lamb requested that Kathleen Wheeler become involved, at the time that the Draft Policy is returned by the Work Group to OHS.

- DASHO Council Workers' Compensation Task Force Updates and Next Steps with HR (Lamb)

Bob Lamb will discuss with Kathleen Wheeler, forming a Human Resources Strategy Implementation Team, to review the DASHO Council Workers' Compensation Task Force recommendations and develop a departmental implementation plan. The purpose of the plan is to develop a departmental Workers' Compensation Program Case Management and Cost Reduction Plan. The Task Force's Strategy Work Group recommended strategic actions at both bureau and departmental levels to help improve our Workers' Compensation Program.

- Distribution of FY 03 Annual Safety and Occupational Health Report (Schmitz)

A copy of the FY 03 Annual Safety and Occupational Health Report was provided for each DASHO. Bob Lamb stressed the importance of each Bureau/Office, generating their own annual report.

- Items from Safety and Health Council (Rowley):

DOI FY 05 Safety Seminar Status (Alternatives for the 06 seminar)

Due to travel restrictions and funding, there will not be a Safety and Health Seminar in FY 05. The Bureaus/Offices will explore options for conducting training for employees, especially training for employees who provide collateral safety/health duties.

Call to Safety and Health Council for submission of initiatives, by mid-August

Linda Rowley announced that she is accepting initiatives for FY 05.

Recommendation to delay using initiative funding for awards

The Council voted to delay using initiative funding for awards.

Recommendation to use available 04 funding/complete safety training courses

The Council voted to use available 04 funding to complete previous safety training courses.

- Distribution of Lynn Scarlett's memo, "SMIS Electronic Filing of Workers' Compensation Claims" (Schmitz)

Copy of above memo distributed.

- DOI's Workers' Compensation Program website (Elliott)

Robin Elliott distributed copies of the new website.

- Status of Training Initiatives/Funding (Miller and Veltkamp)

Bill Miller and Bob Veltkamp discussed the status of training initiatives, and they distributed a package containing current updates for each initiative.

- Roundtable and Items Since Publication of Agenda (All)

Bob Lamb discussed several priorities. 1. Structure in the field regarding collateral duty officer training, and the need for a paper from each Bureau/Office on where you stand. Mary Parkinson, Dick Powell and Linda Rowley were asked to prepare a questionnaire. 2. Plan with Bob Lamb, a review of the "600 Courses", implementation and a rollout plan. 3. How do we measure Safety success. (Proactive Activities)

Two or Three Things That Need to Get Done.

- *Workers' Compensation Training*
- *Collateral Duty Safety Officers Training*
- *Establish alternatives for the Safety and Occupational Health Seminar Training*
- *DASHOs must determine the direction in which training will go at DOI*
- *Bob mentioned that he wanted to assign several DASHOs to develop a proposal for training. (White Paper)*
- *Funding: Take a strategic look at "Business Case."*
- *How do we measure proactive performance, inspections, near misses, analysis, staff training, input, etc.*

- Next Meeting September (To be discussed by All)

The next meeting will be conducted on Thursday, September 9, 2004. (The meeting was rescheduled for Thursday, September 16, 2004, at the request of the new Departmental DASHO, Kathleen Wheeler.)